

Job Title: Facilities & Maintenance Supervisor

Department: Parks and Recreation

Reports To: Director of Parks and Recreation

Grade: 23

Range: \$71,387 – \$103,512

Position Summary: Responsible for the HVAC, mechanical systems and maintenance programs at City facilities. Responsible for the oversight of the cleaning, care, safety and maintenance of public buildings, both inside and out. Hires, trains, evaluates and supervises part-time and full-time maintenance staff.

Examples of Work (Essential Functions):

- Supervises facility and maintenance staff at the community center, including staff scheduling, training, orientation and evaluation.
- Oversees operation of HVAC, mechanical and electrical systems for all City facilities.
- Supervises annual fire inspection and other service inspections by outside agencies.
- Orders cleaning supplies, tools, and other materials needed for maintenance work.
- Manages snow removal for the community center parking lots and sidewalks, and other areas as assigned.
- Maintains outdoor grounds.
- Coordinates set-up and take-down of rooms for classes, special events, and activities.
- Coordinates with staff all preventive maintenance of HVAC, boilers, locker rooms, fitness equipment, decks, wood, and other areas.
- Operates floor buffers, vacuums, carpet cleaners, and other mechanical sweepers.
- Monitors contracts with outside vendors.
- Make recommendations on planning, purchasing and implementing new amenities.
- Conducts quarterly safety meetings for subordinates and performs safety inspections.
- Maintains work records and service records of all equipment.
- Performs all other related tasks as required.
- Prepare and manage facility maintenance budget line items.
- Works collaboratively with City departments and communicates clearly with department managers on maintenance matters.

Examples of Work (Marginal Functions):

- None.

Certificate, License: Valid driver's license.

Required Education and/or Experience:

Two to three years related experience and/or training; or associate degree; or equivalent combination of education and experience. Working knowledge in HVAC, mechanical, and electrical systems.

Preferred Education and/or Experience:

Four to five years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. Degree in Facility Management, Business Administration or related field. HVAC certification preferred.

Abilities, Knowledge, Skills:

- Ability to analyze safety situations.
- Ability to anticipate problems.
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to establish and maintain effective working relationships with associates, public and others.
- Ability to interpret a variety of instructions and directions furnished in written, oral, diagram, or schedule form.
- Ability to maintain and repair equipment using a strong mechanical aptitude.
- Ability to operate a variety of power and hand tools.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to carry out duties reliably and predictably.
- Ability to solve practical problems using logical reasoning and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to train and guide others.
- Ability to work under distracting conditions.
- Ability to write routine reports and correspondence.
- Knowledge of chemical safety and machine safety.
- Knowledge of skilled trade areas such as carpentry, plumbing, electrical, painting, etc. as well as OSHA standards.
- Knowledge of department programs, policies, procedures and regulations.
- Knowledge of facility maintenance, sanitary cleaning procedures, and equipment maintenance.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.

Supervision: Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate to loud. The worker may be subject to extreme environmental conditions including high temperatures and humidity, noise, and hazards associated with power and hand tools. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. The noise level in the work environment is usually loud when in the field, moderate when in the office.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds occurs, in emergencies may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data operation of machines.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.

